

Reports
13 a

25 August 1975

NOTE FOR: PD/Plans
Division/Staff Chiefs
USIB Elements

SUBJECT: ICS Weekly Report

1. This week's submissions for the ICS Weekly Report are to be submitted by COB Thursday, 28 August, rather than on Wednesday. The additional day will permit more current information to be included. The Weekly Report will be used to bring [] up to date on Staff activities and accomplishments during his absence.

2. [] has indicated that for the present he wishes to retain the ICS Weekly Report. For your information, the recent survey I conducted contained several frequently repeated comments including:

- Many of the entries are so cryptic as to be nonintelligible to the uninitiated. Better written and more informative entries were suggested.
- The Weekly Report contains too many items where no action or noteworthy bench mark is noted. Steady state work need not be reported each week unless there is something significant to report.

3. I pass these along for any corrective action you may wish to take.

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